



Reporting Ownership Change Information

According to NCCI’s *Experience Rating Plan Manual*, changes in ownership or combinability status must be reported by the employer to its carrier(s) within 90 days of the date of change. This allows NCCI to revise or produce the appropriate mods to ensure proper application to the employer’s workers compensation policy.

Submission Methods

Online: *Experience Rating Ownership Submission* tool

Mail: NCCI
901 Peninsula Corporate Circle
Boca Raton, FL
33487-1362

Email:
customer_service@
ncci.com

Fax: 561-893-1191

Helpful Hints

- ✓ Indicate all transactions and the dates they occurred
- ✓ Provide complete ownership information for all entities
- ✓ Use complete legal entity names (no abbreviations)
- ✓ If using EROWN, complete the signature and submission process (check spam folder if the reply from DocuSign is not in your inbox)

Categories of Business Entities: To further assist in filling out the form, an understanding of the different types of business entities will ensure that the proper information is submitted to NCCI. Here are the most common types of information needed:

Business Category	Information Needed
Sole proprietor —One owner who assumes all responsibilities for the business.	The name of the sole proprietor.
Corporation —A distinct legal entity created under state law. Owners (shareholders) are not personally liable for debts and obligations.	The owners names and percentages of ownership. For nonprofit, not-for-profit, and large public companies, the names of the board of directors.
Limited Liability Partnership (LLP) —Partners have no personal liability; only the partnership itself is liable.	The partners names and percentages of ownership
General partnership —Each partner is liable for the entity’s debts and actions.	The partners names and percentages of ownership.
Limited Liability Company (LLC) —A distinct legal entity created by state law. Owners (members or managers) are not individually liable for the company’s debts and obligations.	The members or managers names and percentages of ownership.
Limited Partnership (LP) and Limited Liability Limited Partnership (LLLP) —Includes a general partner (GP) and one or more limited partners. GP is liable for debts and other obligations. LPs contribute capital, but do not participate in daily operations.	Only the GP names. If the GP is an entity, individual names and percentages of ownership for the entity.
Churches/religious/charitable organizations/other nonprofit entities	The names of the governing body or board of directors.
Government agencies	The names of the governing body (e.g., board of city or county commissioners).
Revocable living trust —A trust that may be revocable by the trust creator.	The grantor(s) of the trust, sometimes referred to as the settlor(s) or trustor(s).
Irrevocable trust —A trust created during the maker’s lifetime that does not allow the maker to change it.	The trustee(s) of the trust.

[Link to EROWN](#)

[Link to ERM-14 Form](#)